

**City of Tillamook Planning Commission Minutes
August 4, 2011**

Commission Members Present:

Jan Stewart, Chairperson

Ray Jacobs

Aaron Palter

Nick Hahn

Commission Members Absent:

Kate Skinner

Charlotte Phillips

Tamra Jacobs (excused)

Staff Present:

David Mattison, City Planner

Debbi Reeves, Executive Assistant

I. CALL TO ORDER:

Chairperson Stewart called the City of Tillamook Planning Commission meeting to order at 7:06 P.M.

II. HEARINGS OF CITIZENS AND DELEGATIONS:

Chairperson Stewart did not read the Hearing of Citizens and Delegations disclosure Statement as there was no audience.

III. APPROVAL OF THE PLANNING COMMISSION HEARING MINUTES FROM JULY 7, 2011 MEETING:

Chairperson Stewart asked for a motion to approve the minutes of the July 7, 2011 meeting. **N. Hahn** asked for a minute to review the minutes.

- **N. Hahn** made a motion to approve the minutes of the July 7, 2011 meeting. **R. Jacobs** seconded the motion. **A. Palter** asked if he could make a comment on a statement made by him in the minutes on page 2. He would like to clarify his statement about the time frame of completion of community outreach. After discussion there was no amendment to the minutes. **Chairperson Stewart** called for the vote. Aye votes were received by **R. Jacobs, A. Palter, J. Stewart, and N. Hahn**. The motion passed unanimously.

IV. PUBIC HEARINGS:

Chairperson Stewart announced there were no Public Hearings on the agenda for this meeting.

V. ITEMS OF HIGH PUBLIC INTEREST:

1. **City Planner D. Mattison** began with a presentation of the brochures and questionnaire to the members. **Chairperson Stewart** would like a recommendation from the members and told **D. Mattison** his hard work on these brochures was appreciated. There was discussion about the information in the brochure, the photos, and the questionnaire.

- **A. Palter** made a motion to use the brochure for citizen involvement in the Parks and Recreation Master Plan Community Outreach. **R. Jacobs** seconded the motion. There was a brief discussion about photos. **A. Palter** noted the brochures were colorful, bold and very good. With no further discussion the vote was called for and aye votes were received by **R. Jacobs, A. Palter, J. Stewart, and N. Hahn**. The motion passed unanimously.

2. **Chairperson Stewart** stated the next item on the agenda was the Bylaws. **D. Mattison** went over each section of the Bylaws as requested by the commission members noting that the City Council will make the final decision and repeal the prior ordinances pertaining to the Bylaws. The new Bylaws will be adopted by the City Council.

As each of the Bylaw sections were discussed **D. Mattison** documented the changes presented by the members. The Planning Commission members discussed the Urban Growth Area and would like to study this further for a recommendation to the City Council at a later date.

Chairperson Stewart recessed the meeting for 5 minutes at 8:10 p.m. and reconvened the meeting at 8:15 p.m.

The members continued to discuss and make changes to the draft of the Bylaws.

Chairperson Stewart recessed the meeting again at 9:32 p.m. and reconvened at 9:35 p.m. She then read part of ORS 244 pertaining to actual and potential conflict of interest which was discussed.

Chairperson Stewart asked **D. Mattison** and **D. Reeves** if there were any changes that needed to be discussed further. Public Testimony was discussed a bit more. She then asked if one of the members was ready to make a motion to recommend the Bylaws to the City Council for review and approval.

- **R. Jacobs** made a motion to recommend the Bylaws to the City Council as they have been amended and noted in the record. **N. Hahn** seconded the motion. With no further discussion. Aye votes were received by **R. Jacobs, A. Palter, J. Stewart, and N. Hahn**. The motion passed unanimously.

V. ITEMS OF COMMISSION CONCERN:

Chairperson Stewart mentioned she would change the agenda and asked **D. Mattison** to speak on the timeline. He noted the amendments to the Bylaws, the Parks and Recreation Master Plan and the Comprehensive Plan were all on schedule.

D. Mattison handed out the amended outline Comprehensive Plan and briefly went over the document. **Chairperson Stewart** noted the Planning Commission has 4 months to complete these tasks. She noted there will be a lot of homework to get these completed. She and **D. Mattison** will get together and work on a piece at time. **Chairperson Stewart** asked each member to get their homework done. As she and **D. Mattison** get parts done

they will forward the sections to each commission member to work on before the meetings. She noted there will only be one meeting a month and it will be imperative to have the homework done and to be prepared for the meeting. She and **D. Mattison** will notify the 3 absent commission members of all of this. She also noted the commission members need to move faster in these processes.

Chairperson Stewart advised everyone to review the Comp Plan outline and have any comments to **D. Mattison** by Monday. She mentioned that she approved the outline.

VI. ANNOUNCEMENTS:

D. Mattison briefly noted the OPI Conference and the online training session.

VIII: ADJOURNMENT:

Chairperson Stewart adjourned the meeting at 10:57 p.m.

Prepared by:
Debbi Reeves,
Executive Assistant

Approval Acknowledged by:

Jan Stewart, City Planning Commission Chairperson